

POSITION TITLE: Youth Reference Librarian/Young Adult Librarian

DEPARTMENT: Library

APPOINTING AUTHORITY: Library Director

SUPERVISOR: Library Director and Youth Services Librarian

SALARY LEVEL: 16

FLSA STATUS: Exempt, PT employees will be treated as non-exempt

DATE APPROVED: 2/19/2013 by Common Council

GENERAL PURPOSE

Under administrative supervision, performs professional library work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Catalogs and classifies library materials and gifts, including original OCLC cataloging.

Provides reader's advisory, reference and other patron assistance services.

Plans special interest displays programs and projects; prepares routine publicity.

Selects print and non-print materials with awareness of the needs and resources of the community, other appropriate local libraries and organizations.

Works with Youth Services Librarian in determining children's and young adult programming and services.

Assists and instructs in the use of library materials and library computers with both individuals and groups.

Provides backup assistance at the circulation desk.

Plans, promotes and implements programs for children and young adults

Prepares bibliographic handouts and booklists for reader advisory services.

Helps to develop and update policies and procedures for library operations.

Reviews material of all types to determine out-of-date items.

Assists in the selection of computer hardware and software, and helps maintain the equipment.

Schedules and coordinates Library Meeting Rooms but most especially the Children's Activity Room

Helps supervise both Volunteers and Community Service people.

May attend Youth Services and other meetings outside the Library, including continuing education.

Punctuality, reliability and attendance are essential to this position.

Other duties as assigned by the Library Director or Youth Services Librarian

OCCASIONAL DUTIES

May act as the Librarian in Charge (lead worker over seeing Library operations) in the absence of the Library Director, Adult Services Librarian and the Youth Services Librarian.

Assists in conducting special programs for patrons.

Acts as a liaison with local agencies and civic groups when designated.

Assists staff in the performance of their duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from an accredited college or university with a Master's degree in Library Science, one to three years relevant experience or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of current library principles, methods, materials, and practices.

Thorough knowledge of reference works.

Thorough knowledge of authors, books and reader's advisory for children and young adults.

Thorough knowledge of department policies and procedures.

Skill in the operation of listed tools and equipment.

Ability to perform professional library work.

Ability to provide professional supervision and administration as applied to library operations.

Ability to communicate effectively with the public and staff both verbally and/or in writing.

Ability to make independent judgment which has considerable impact on the organization.

Ability to maintain confidentiality of library patron information

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director and his/her designee.

SUPERVISION EXERCISED

Exercises supervision when Librarian in Charge over support staff.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

None.

TOOLS AND EQUIPMENT USED

Library computer system, calculator, copy machine, fax machine, ~~typewriter~~, personal computer including word processing software and internet, cash register, library security system and telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, climb, balance, stoop, kneel, crouch, and crawl.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a library environment. The noise level in the work environment is usually quiet to moderate. Flexible work hours, including evenings and weekends.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I agree I have been given a copy of my current job description. I am aware that it is my responsibility to understand the duties expected of me. If I do not understand, I will discuss my duties with my supervisor.
